

3-14-2012

Meeting Minutes

WKU Council of Academic Deans

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**Council of Academic Deans
CAD Minutes
Wednesday, March 14, 2012
1:30 – 3:00 p.m.**

Members Present: Dennis George, Kinchel Doerner, Jeff Katz, Connie Foster, Gordon Emslie, David Lee, Cheryl Stevens, and Richard Miller.

Guests Present: Brian Meredith, Sylvia Gaiko, Beth Laves, Danita Kelley represented John Bonaguro, Janet Applin represented Sam Evans, Tuesdi Helbig, Mike Dale, and Teresa Jackson. Doug McElroy and Jim Berger attended a portion of the meeting.

I. Approval of February 29, 2012 Minutes

Ms. Connie Foster made a motion, seconded by Dr. Janet Applin, to approve the minutes from the February 29, 2012 CAD Meeting. The minutes were approved without objection.

II. Information Items:

A. Lost Key Issues

Dr. Gordon Emslie shared several incidences where university keys have been lost and the costs associated with lost keys. He asked deans to verify that those with university keys, particularly multiple keys, should indeed have such keys.

There was brief discussion regarding charging key issue deposits and alternate solutions for issuing keys to graduate assistants. One possible suggestion is for each graduate assistant be given one key to carry that will open a box in the office containing any additional keys needed.

B. SACS Department Head Workday – March 21, 2012

Dr. Emslie presented a draft power point to be shared with department heads next week regarding the timeline for SACS Reaffirmation in 2015. The WKU report will be due September 10, 2014. Dr. Emslie indicated that a new QEP must be identified for this cycle and that faculty input is welcomed.

There was brief discussion regarding required faculty credentials including all part-time and adjunct faculty. Dr. Miller will update the list of credentials required to share with department heads on March 21st.

Dr. Emslie indicated the SACS Leadership Team has been formed. Additional teams to address each of the SACS principles will be formed in March or April 2012. Dr. Emslie discussed scheduling mock off-site reviews and on-site visits during 2013 and 2014, respectively.

Dr. Emslie asked deans to forward additional input regarding the presentation to him or to Drs. Miller or Gaiko.

III. Discussion Items

A. Budget Reductions FY 13 and FY 14

Dr. Emslie discussed preliminary information regarding budget reductions. He will take the results of this discussion to Administrative Council.

Respectfully submitted,

Teresa Jackson

Approved

A. Gordon Emslie, Provost

Date